

<b>United States Army Japan</b> <b>Merit Promotion and Placement</b> <b>Vacancy Announcement</b>		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席告知番号/Announcement Number MLC(I)14-074	募集期間/Opening Period Open Until Filled		募集範囲/Area of Consideration すべて/ALL
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Engineering Technician (General), #384, BWT 1-6			基本給/ Basic Wage ￥222,600
部隊名/Organization Technical Services Section, Engineering Branch, U.S. Army Corps of Engineers, Japan District		勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0800 ~ 1645, Recess: 1200 ~ 1245) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)			
<p>           * ご応募に際して、注意事項 (<a href="http://www.usagj.jp.pac.army.mil/gojobs/howtoapply_jp.aspx">http://www.usagj.jp.pac.army.mil/gojobs/howtoapply_jp.aspx</a>) を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.         </p> <p>           **USFJ フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください/ USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration.         </p> <p> <b>申請用紙 / Applications :</b>  <input checked="" type="checkbox"/>履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/>職務経歴書 / Resume of Work Experience <input type="checkbox"/>質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement)            * 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid.         </p> <p> <b>申請用紙の記入言語 / Language to complete applications :</b>  <input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese ( English is acceptable as well)         </p> <p> <input checked="" type="checkbox"/>ALCPT、TOEIC®、TOEFL®、英検のスコアの写し/Copy of ALCPT score, TOEIC® score, TOEFL® score or EIKEN score.  <input type="checkbox"/>日本の運転免許証の写し/Copy of Japanese driver's license  <input type="checkbox"/>最高学歴の卒業証明書の写し/Copy of diploma of highest education completed.  <input type="checkbox"/>その他/Other         </p>			
採用までに提出するもの/ Additional Documents Required Before Hiring			
最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
<b>応募方法/To Apply</b> <p>           上記の書類を締切日までに担当の人事課まで郵送してください。            締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。            提出された応募書類は返却いたしません。            記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。            記載内容に虚偽の申告があると認められたときは応募が無効となります。            Mail the application to the office shown in the bottom of this form along with necessary documents specified above.            Application must be received no later than 1500 hours on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted.            All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered.            Applications, if found with false statements, are invalid.         </p>			
提出先 宛先 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing		Submit To Address: Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 Name: JESO, USAG-J IMJN-JER MLC(I)14-074	
宛名 基地管理本部 日本人事務所 日本人雇用課 IMJN-JER MLC(I)14-074			

## 職務内容/Duties:

Assignments at this level are involved in various duties in support of the Japan Engineer District (JED), Engineering Branch, over the complete range of engineering including architectural, structural, civil, mechanical, electrical, cost engineering, and sustainable design. Projects cover new construction, renovation, and improvements of real property facilities including utility systems for the accomplishment of US Funded Construction (i.e., MILCON, Sustainment, Restoration and Modernization (SRM), non-appropriated fund (NAF), etc.) and Host Nation Funded Construction (i.e. Japan Facilities Improvement Program (JFIP), Defense Policy Review Initiative (DPRI), etc.)

1. Prepares and consolidates construction contract specifications for in-house and A-E design projects for U.S. funded projects. Uses SpecsIntact program to compile technical specifications for in-house design packages and perform quality control checks. Performs quality assurance checks of project specifications prepared by A-E firms. Coordinates with PM, Contracting Officers, and Construction Resident Offices to prepare Division I specifications for construction contract advertisement. Researches and develops specifications for materials and methods where USACE guide specifications are not available. Develops and maintains master cross-reference list of Acceptable Japanese Product Specification substitutes for U.S. product standards. Provide technical support on SpecsIntact for Engineering Br staff.
2. Prepares documents to record design review actions required during construction for Host Nation Funded Construction projects to ensure outstanding technical requirements addressed during design review are implemented during construction. Gathers all unresolved design review comments for each project from Engineering Branch Sections and compiles in the standard template form. Prepares Memorandum for Record to Construction Resident Offices to forward list of design review actions required during construction. Tracks completion of Engineering submittal reviews during construction to ensure all actions are completed. Serves as Point-of-Contact (POC) for Engineering Branch on design reviews during construction for each project and for the overall process.
3. Serves as liaison between with JED and outside entities (i.e. Government of Japan (GoJ) Ministry of Defense (MoD) and Defense Bureau representatives, GoJ Architect-Engineering (AE) firms, and Service Component representatives) regarding project coordination, schedules, design criteria development, design review, special technical initiatives, research, and problem resolution. Coordinates with JED architects and engineers, Project Management (PM), and outside entities to forecast technical services workload projections, and supports JED to meet commitments with GoJ to ensure successful execution of Host Nation Funded Construction (HNFC). Supports coordination of Technical Forum meetings with MoD. Assists the Host Nation Program Technical Working Group (TWG) Chairman and Secretary in preparing agendas, developing meeting minutes, and coordinating issues and actions with JED technical staff, and US Service Component representatives. Attends program/project meetings, provides translation, and uses effective communication skills to build good working relationships.
4. Prepares oral interpretation and translation of written technical documents for various tasks in support of the JED Mission.

Performs other related duties as assigned.

## 最低必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

Must have at least one (1) year of specialized experience equivalent to the next lower grade level OR Master Degree in a related field OR three (3) academic year of graduate level education.

\*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

**\*\*When substituting education for special experience, a transcript and a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

## 要求される英語力レベル/Required Language Proficiency Level (LPL):

Fluent Proficiency Requirements: Language Proficiency Level 3, TOEIC® 730, TOEFL® (iBT 79, PBT 551) or Eiken Grade 2.

## 要求される雇用条件/Required Condition of Employment:

1. The employee may be subject to unscheduled overtime.
2. TDY travel may be required.

## タイムイングレード/Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.